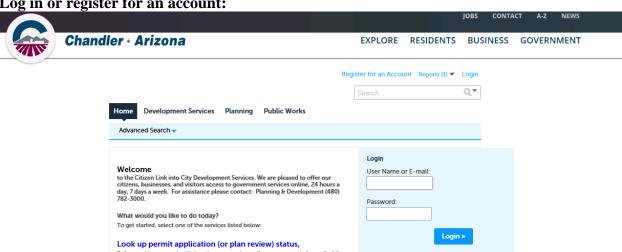


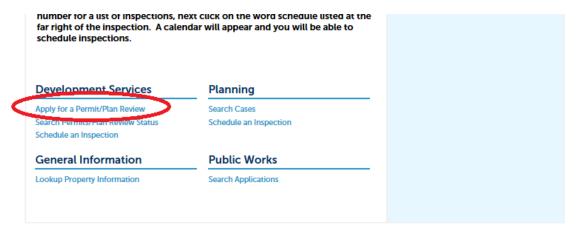
Encroachment Permit Application -Online Plan Review Submittal Process

Go to: https://chandleraz.gov/clics/

Log in or register for an account:



Click on "Apply for a Permit/Plan Review:"



To ensure plans are accepted, applicants are highly encouraged to read the requirements for an electronic application.

Online Application

Welcome to City's Online Permitting System. Using this system you can create a permit, schedule inspections, and track the status of your application, 24-hours a day,

Please "Allow Pop-ups from This Site" before proceeding. Click here for Electronic Submittal Requirements

Use this option for the construction of buildings in the following areas:

- Fire resistance, life safety & means of egress
- Fire suppression system

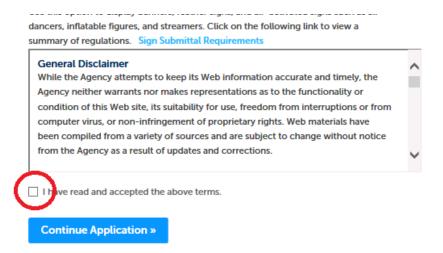
- Structural system

- Barrier free accessibility

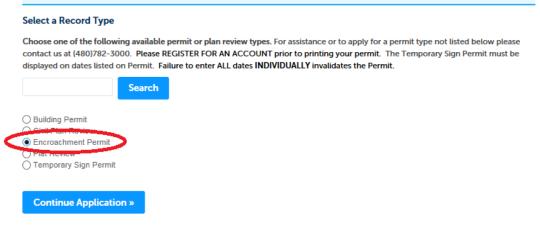
- Mechanical, plumbing, electrical systems
- Energy conservation

Mailing Address: Mail Stop 405 PO Box 4008 Chandler, Arizona 85244-4008

Next, please read the disclaimer and click "Continue Application:"



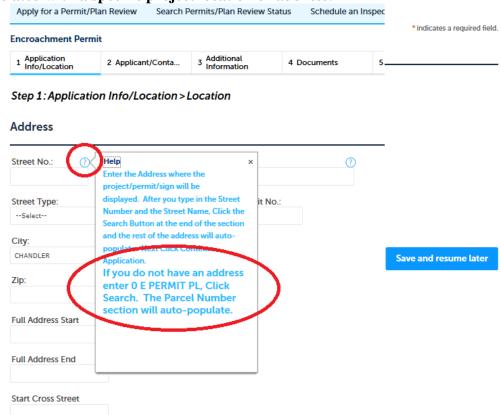
Select Encroachment Permit then click "Continue Application:"



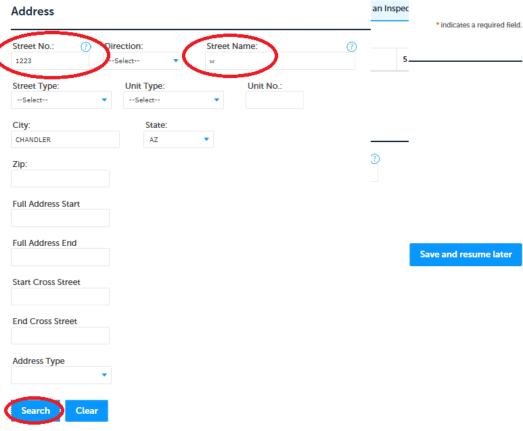
Input the Project Name and Project Description information, then click "Continue Application:"

Step 1: Application Info/Location > Application Information		* indicates a required field.
Detail Information		
* Project Name:		
Sammy's Ice Cream Example		
*General Description:		
Install 123' of 1-2" conduit for service drop.		
Detailed Description:		
	^	
	V	
Continue Application »		Save and resume later

This next piece of information is critical for permits in the right-of-way that are not associated with a specific project location or address:



Less is better when it comes to this search screen as this search will only find official addresses already registered in the system. In this example only the Street Number and the first letter of the Street Name have been entered:



Result example:

Address Search Result List

Addresses



Selecting a location will automatically populate other fields: Address Search Result List



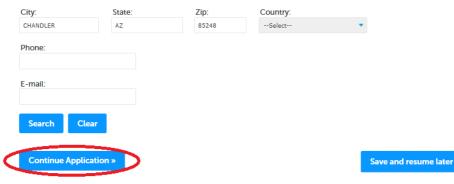
Associated Parcels



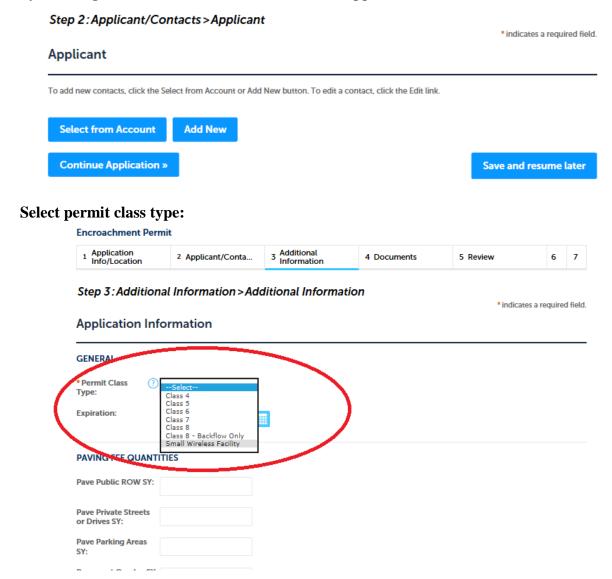
Associated Owners



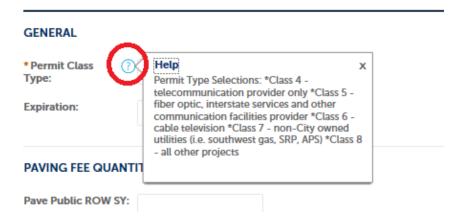
Next scroll down and click "Continue Application:"



Input Applicant Information by selecting, "Select from Account" or create a new applicant by selecting "Add New." Then click "Continue Application:"



Class Type help can be found by clicking on the "?" to the left of the dropdown: Application Information



Next, enter ALL of the quantities for any and all work being performed in the right-of-way or in a utility easement. For a permit application to be considered complete, ALL quantities must be entered. Permits without quantities will not be accepted (please pay attention to the units, some are in feet and others are in yards). For example:

PAVING FEE QUANT	TITIES			
Pave Public ROW SY:	3.56			
Concrete Drive or Alley Entrance EA	1			
Concrete Curb and Gutter LF:	4			
Concrete Sidewalk SQFT:	16			
UTILITY FEE QUANTITIES				
Utility Trenching in ROW or Easement LF:	16			
Utility Boring - Local Street LF:				
Utility Boring - Arterial or Collector LF:	107			
Utility Pavement Cut SY:	3.56			
Utility Service Drop EA:				
Utility Street Light Pole EA:				
Utility Vault EA:	1			
Utility Pit SQFT:	32			

For long bores where the number of bore pits is not yet known or relief pits are going to be needed City staff will estimate a 2' wide by 4' long bore/relief pit for every 500' of boring unless those pits are shown on the plans.

Please note that ALL QUANTITIES ARE REQUIRED for the City of Chandler to be able to account for all work within the right-of-way and utility easements. So, even if a company has a franchise agreement that covers the payment of fees through another avenue such as a percentage of gross revenues all quantities must still be included.

After ALL quantities are input, click "Continue Application".

Next, upload project plans and any additional documents as applicable. Additional documents might be Encroachment Permit Application Supplemental Forms, Photos of the site – to include at least 3 angles with a cone showing where equipment is going, Letters of Authorization, Utility Pole Attachment Clearances, Geotech Reports, Structural Calculation, Title Work, etcetera.:

* indicates a required field.

Attachment

Please reference the electronic submittal requirements before adding documents.
Click Here:
http://www.chandleraz.gov/content/Aca_CivilElectronicSubReq.pdf

The maximum file size allowed is 99 MB.
html, html, min.mintl. tiff.tif.pcx.exe.com, bac, pit.scr., fill. f.gz, bz.tzozz, rar, that, arj. arc, zoozsit; swf, vb.ybe, vbs., chm, hip, inf, isp, link, msc, mst, msp, reg. shb; shs, wsc, wsf, wsh, cab, xmil, dotm, odit, odig, odm, odp; ods; odit, no records found.

Add

Continue Application >

Save and resume later

Please note that only the work shown on the plan set is what is being permitted. For example, if the project includes an underground conduit portion and an aerial cable portion and that aerial portion is not included on the project plan set then that scope of work has not been permitted and the permittee could be subject to penalty fees or possibly permit revocations for performing work without a permit.

After all documents are uploaded, click "Continue Application."

Next, review the application, then please read and acknowledge the authorized agent, click "Continue Application." Otherwise, please contact the authorized agent and have them submit the permit application:

I certify that I am an authorized agent or owner of the subject property; that I have read and understand accompany this application; that statements made as part of this application are true, complete and conknowledge; and that no material information has been omitted. By checking the box below, I understan electronically signing and filing this application.	rect to the best of my
	~
By checking this box, I agree to the above certification.	Date:
Continue Application »	Save and resume later

Finally applicants should receive confirmation that a permit application was received and a record number was issued. The record number will be on the bottom of the page in blue and is a link to be able to follow the status of the permit as it makes its way through the review process:

Step 3: Receipt/Record issuance

Submitted



Your application(s) has been successfully submitted.

Please print your record(s) and retain a copy for your records.

0 E PERMIT PL, PERMIT, Chandler AZ 85225



For any questions, please contact the Development Services Department or the Telecommunications & Utility Franchise Division at the number listed below.

Other documents related to right-of-way and utility work can be found on the <u>Development Services web page</u>:

https://www.chandleraz.gov/government/departments/development-services